

FILED

Bldg. & grounds  
: R.C.

RETURN TO

RECORDS SERVICES DIVISION

Several items that appear to have  
significant bearing upon the  
operation of the Records <sup>center</sup> were  
not mentioned in this staff  
study. They follow:

1. The establishment and operation  
of a stamping area at  
Headquarters.
2. Budget preparations and  
justifications.
3. Recruitment training, promotion,  
etc of Center personnel.

1. 2b- This was recognized previously & documented in a memo to
2. 1/5 should be 1/12 - #349 in office vs 27.10
3. ? Records Center or Records Program
  - Regulations
  - Handbooks
  - Bulletins
  - Notices
  - Meetings
4. 13c 5- and more internal (top p 3)
5. Records Center serves entire agency too 4a 112
6. 4b (3) what functional jurisdiction
7. 4d See memo to  STAT
8. ~~Annex II Tab A All Enclaves~~
9. Annex III Tab E Section